



The Punjab Gazette

PUBLISHED BY AUTHORITY

LAHORE MONDAY OCTOBER 05, 2020

**GOVERNMENT OF THE PUNJAB
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT**

**NOTIFICATION
(138 of 2020)**

05 OCTOBER 2020

Notification No. SOP-5(1)DDE/2019; dated 04.10.2020 issued by Government of the Punjab, Auqaf and Religious Affairs Department is hereby published in Official Gazette for general information:



**GOVERNMENT OF THE PUNJAB
AUQAF AND RELIGIOUS AFFAIRS
DEPARTMENT**

Dated 04 October 2020

NOTIFICATION

No. SOP-5(1)DDE/2019 .- In exercise of powers conferred under section 25 of the Punjab Waqf Properties Ordinance, 1979 (IV of 1979), the Government of Punjab is pleased to make the following rules:

1. Short title and commencement.- (1) These rules may be called as the Punjab Waqf Properties (Registration) Rules 2020.

(2) They shall come into force at once.

2. Definitions.- (1) In the rules:

(a) "Ordinance" means the Punjab Waqf Properties Ordinance, 1979 (IV of 1979); and

(b) "Zonal Administrator Auqaf" means a Zonal Officer Auqaf appointed under the Punjab Auqaf Organization (Appointment & Conditions of Service) Rules, 1994.

(2) A word used but not defined in the rules shall have the same meaning as assigned to it the Ordinance.

3. Procedure for registration of waqf property.- (1) A person creating a waqf or Manager shall furnish the information, for registration of a Waqf Property, on 'Form-I', accompanied by a copy of the deed or instrument creating the waqf, to the Chief Administrator through the concerned Zonal Administrator Auqaf.

(2) The information, for registration of waqf property, may be furnished through portal, if established by the Auqaf and Religious Affairs Department.

(3) The Zonal Administrator Auqaf shall scrutinize the information provided on 'Form-I' and confirm the genuineness of the accompanied documents and after satisfaction forward the same to the Chief Administrator within thirty days of receipt of such information.

(4) The Chief Administrator, on the basis of information provided under sub-rule (2), shall register the waqf property.

4. Management of record.- (1) The Chief Administrator shall update and maintain:

(a) register of moveable and Immoveable waqf properties including agricultural property, gardens, building properties and land properties on Form-I; and

(b) register of a consolidated account of waqf property on Form-III.

(2) The Chief Administrator shall make sure safe custody of the information, copies of the deeds or instruments and registers furnished under the rule.

4. Provision of information.- (1) The Chief Administrator shall provide information of registered and notified waqf property on 'Form-IV and Form-V', respectively, to the authority under subsection (1) of section 20-A of the Ordinance.

(2) The Chief Administrator shall provide information of registered and notified waqf property on 'Form-IV and Form-V', respectively within seven days of the request of the reporting entity under subsection (1) of section 20-B.

(3) The Manager of a waqf property shall provide information on Form-VI under subsection (2) of section 20-A of the Ordinance.

5. Provision of information by the collector.- (1) The Collector shall, at the end of a financial year, furnish a consolidated annual report of all waqf properties recorded as waqf properties during that year, on Form-II, to Chief Administrator under subsection (3) of section 6 of the Ordinance.

(2) The consolidated annual report under sub-rule (1) shall be furnished by 15th July each year.

SECRETARY
GOVERNMENT OF THE PUNJAB
AUQAF AND RELIGIOUS AFFAIRS
DEPARTMENT"

FORM-I
APPLICATION FORM FOR REGISTRATION OF WAQF

(UNDER SECTION-6)
THE PUNJAB WAQF PROPERTIES ORDINANCE, 1979
(AMENDMENT) ACT, 2020

To:

**The Chief Administrator Auqaf, Punjab,
Aiwan-e-Auqaf, Near Lahore High Court,
The Mall, Lahore.**

Affixed Photograph of Applicant

- 1) Name of applicant/s:-
- 2) Father's Name:-
- 3) Address of Applicant/s:- (i) Village / Premises No.
Municipality: Ward No.:
(ii) Post Office: (iii) Police Station :
(iv) District : (v) Postal Code:
- 4) Phone / Mobile Number:-
- 5) Whether Applicant is Waqif or
Mutawalli or Descendent of Waqif
Or Beneficiary of the Waqf or
Interested Person in the Waqf Estate.
- 6) Name of the Waqif:-
- (A) Address of Waqif:- (i) Village / Premises No.
Municipality: Ward No.:
(ii) Post Office: (iii) Police Station :
(iv) District : (v) Postal Code:
- (B) Phone / Mobile Number:-
- (C) Details of movable and immovable properties of waqif

-

 (D) Bank detail of Waqif.

 (7) Whether Sunni or Shia Waqf:-
 (8) Whether: (i) Other than Waqf-Alal-Aulad, -
 (ii) Waqf by User, (iii) Waqf- Alal-Aulad,
 (9) Date of waqf Deed:
 If registered, Deed Book No. Volume No.
 Year: Office of Registrar.
 (10) Name of the Mutawalli with Address:

 (11) Name with Address of the Person(s) in :
 possession of the Waqf properties.

 (12) Description of Waqf Properties:

Schedule of Waqf Properties-

Name of the Waqf :

District	Police Station	Name of Mouza.	Khasra No.	Khatooni No.	Khewat No.	Area

						Total

Note:-1- Attach attested copies of revenue record i.e. Fard Malkiat (owner ship record) / Mutation in favour of Waqf, non encumbrance certificate etc.

2- Separate sheets as required to describe the detail of the property should be enclosed describing assets of the Waqf (other than land), such as deposits in bank, shares in companies, business and loans to others etc.

(13) Gross annual income of the Waqf Property / Properties: Rs.

(Rupees) only.

a) Rent from house /shops. Rs.....

b) From Agriculture land. Rs.

c) From Nazrana. Rs.

d) From Donation. Rs.

e) From any other source. Rs.....

(14) Expenses annually incurred in

realization of the income: a) Pay of Staff, if any: Rs.

b) Expenses of Stationery Rs.

c) Other expenses. Rs.

(15) Rent and taxes annually payable:.

a) Govt. revenues: Rs.

b) Municipal Taxes: Rs.....

c) Local Tax etc. Rs.....

(16) Expenditure as per direction of the Waqif:

a) Remuneration of mutawalli: Rs.

b) Allowance to individuals if any: Rs.

c) Beneficiary / Beneficiaries Rs.....

d) Expenses purely for religious purpose: Rs.

e) Expenses purely for charitable purpose: Rs.

f) Any other purpose: Rs.

g) Outstanding dues against the Waqf: Rs.

I / We

Son of

of Village / Premises No. & Street

P.O. P.S.

District Postal Code.

Solemnly declare that the statement made above and the schedule of properties given or prepared according to the form and submitted herewith, are true to my knowledge and belief and that I have concealed nothing.

Signature

Address

Date

.....

FORM-II
[UNDER RULE-5]

LIST OF WAQFS

To:

**The Chief Administrator Auqaf, Punjab,
Aiwan-e-Auqaf, Near Lahore High Court,
The Mall, Lahore.**

List of Waqfs created during the financial year _____ to _____ are submitted
as under

Sr. No.	Name of Waqf	Name of Waqif	Registered Waqf Deed No.

Note: copies of waqf deeds and revenue record are attached herewith.

Collector

District _____

FORM-III
[UNDER RULE-4(b)]**STATEMENT OF ANNUAL ACCOUNTS**For the year : _____
(July to June)

To:

**The Chief Administrator Auqaf, Punjab,
Aiwan-e-Auqaf, Near Lahore High Court,
The Mall, Lahore.**

Name of Waqf : _____

Registration No. _____

Phone Number : _____

Name & Address of the Mutawalli: _____

Name: _____

Village / Street: _____

Post Office: _____

Police Station: _____

Town: _____

District: _____

(Annual statement is attached herewith)

Signature of the Mutawalli

RECEIPTS

- 1) Opening Balance:
 A) Cash in Hand: Rs.
 B) Cash in Bank: Rs.
 Name of the Bank A/C No.
 Total = (a+b) Rs.
- 2) Rent from residential/ Commercial properties:
 A) No. of tenants (list of tenants enclosed)
 B) Outstanding rent (of the previous year) Rs.
 C) Demand of Current Year Rent Rs.
 D) Total (B+C) Rs.
 E) Collection during the year Rs.
 F) Outstanding Balance (of the Current year (D-E) Rs. Rs.
- 3) From agriculture Land
 Total Land :
 A) Agricultural land : Rs.
 B) Non Agricultural Land : Rs.
 C) Pond / Garden etc. : Rs.
 D) Encroachment etc. : Rs.
 Total : _____
- 4) Nazrana. Rs.
 5) Income from Hoarding. Rs.
 6) Interest received Rs.
 A) From Fixed Deposit Rs.
- 7) Income from any other source (Details to be mentioned) Rs.
- 8) Donation: Rs.
 A) Donation from tenants: Rs.
 B) Donation from public Rs.
 C) Donation from members Rs.
 D) Friday Collection Rs.
 E) Deposit Money received: Rs.
 F) Sale proceeds of (Specify the source) Rs.
 Total (A to F) Rs.
- 9) A) Loan if any (Details to be mentioned) Rs.
 B) Recovery of Advance Rs.
 Total (A+B) Rs.
- Grand Total Rs.

Signature of the Mutawalli

PAYMENTS

1)	Statutory Dues :	
	A) Arrear Govt. Tax paid: ,	Rs.
	B) Current Govt. Tax paid:	Rs.
	C) Arrear Municipal Corporation Tax:	Rs.
	D) Current Municipal Corporation Tax:	Rs.
	E) Income Tax paid:	Rs.
	F) other Tax:	Rs.
	Total = (A to F)	Rs.
2)	Maintenance of Waqf Properties:	
	A) Cultivation Expenses	Rs.
	B) Repairing Expenses of Waqf Building	Rs.
	C) Other Expenses if any	Rs.
	Total (A to C)	Rs.
3)	Development of Waqf Properties	Rs.
4)	Masjid	
	A) Salary of Imam	Rs.
	B) Salary of Moazzen	Rs.
	C) Electricity / Fuel	Rs.
	D) Ramzan & Taraviv Etc.	Rs.
	E) Other Expenses	Rs.
	Total (A to E)	Rs.
5)	Expenditure as per Waqif Direction.	
	A) Religious	Rs.
	B) Charitable	Rs.
	C) Education Stipend	Rs.
	D) Trust / Madrassa	Rs.
	E)	Rs.
	Total (A to E)	Rs.
6)	Interest received	Rs.
7)	Allowances.	
	A) Beneficiary Paid	Rs.
	B) Other allowance	Rs.
	C) Mutawalli remuneration	Rs.
	D) T.A	Rs.
	Total (A to D)	Rs.
8)	Office Expense	
	A) Pay of Staff	Rs.
	B) Wages	Rs.
	C) Electricity	Rs.
	D) Telephone	Rs.
	E) Other.	Rs.
	Total (A to E)	Rs.
9)	Other Dues:	
	A) Waqf Contribution:	Rs.
	B) Administrative Charge:	Rs.
	Total (A to B)	Rs.

10)	Law Cost		
	A) Recovery Cases		Rs.
	B) Ejectment Suits		Rs.
	C) Other Suits		Rs.
		Total (A to C)	Rs.
11)	Refund of :		
	A) Advance / Loan		Rs.
	B) Deposit		Rs.
	C) Rent / etc.		Rs.
		Total (A to C)	Rs.
	Closing Balance		
	Cash in Hand		Rs.
	Cash in Bank		Rs.
		Total	Rs.
		Grand Total	Rs.

Signature of the Mutawalli

**PARTICULARS OF THE PROPERTIES WISE LIST OF TENANTS
WITH RATE OF MONTHLY RENT**

I / We do hereby
declare that to the best of my / our knowledge and belief what is stated above is correct,
complete and is truly stated,

Verified today, the day of20
Place

Signature of the Mutawalli

Enclosure,

- A) Payment Tax bill
- B) Bank Balance Sheet.

FORM-IV

[UNDER RULE-4]
REPORT TO GOVERNMENT

Total number of Registered Waqfs:- _____

Number of "Shia" Waqfs:- _____

Number of "Sunni" Waqfs:- _____

Sr. No.	Name of Waqf	Registration No.	Manager's Name	Address and cell No.	Sect. Shia or Sunni	No. of Beneficiaries	Total income for the year _____	Total Expenditure for the year _____

Chief Administrator Auqaf
Punjab, Lahore.

FORM-V

**[UNDER RULE-4]
REPORT TO GOVERNMENT**

Total number of Notified Waqfs:- _____

Number of "Shia" Waqfs:- _____

Number of "Sunni" Waqfs:- _____

Sr. No.	Name of Waqf	Notification No.	Sect. Shia or Sunni	Manager's Name	Address and cell No.	Total income for the year	Total Expenditure for the year

Chief Administrator Auqaf
Punjab, Lahore.

FORM-VI

[UNDER RULE 4(3)]

Sr. No.	Name of Waqf	Registration No.	Manager's Name	Address and cell No. of Manager	Beneficial Owner along with address	Detail of Staff Controlling the Waqf along with Address

Manager

(AHMAD RAZA SARWAR)
SECRETARY

Government of the Punjab
Law and Parliamentary Affairs Department